Attachment H: School District Review Program
Review Your School District Boundaries Online
Using American FactFinder and Reference Maps

2011-2012

United States™
Census
Bureau

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Purpose

These instructions for reviewing school district boundaries using the American FactFinder (AFF) and School District Reference Maps (2010 Census) are being provided so that participants in states that have chosen the digital update option, and therefore receive school district boundary shapefiles, will have a method by which local education officials can review their current Census Bureau school district boundaries online.

After using the reference maps or AFF to review their school district boundaries, local education officials can print maps or capture screen images of the areas where their boundaries need to be updated, annotate the changes and forward them to their state mapping coordinator. AFF and the reference maps allow viewing, at street level detail, features such as roads, waterways, and county and place boundaries.

We ask that local education officials be provided with these instructions, which can be obtained from the 2011-2012 School District Review Program website (www.census.gov/geo/www/schdist/sch_dist.html) under the Annotation Program Materials hyperlink.

Locate your school district using the Geography Name search

For our example, we will search by name to locate **Bishop Joint Union High School District** in California and display a map of the school district.

1. Go to the Census Bureau's website:
   http://www.census.gov

2. Click on **American FactFinder** on the left-hand side of the page.

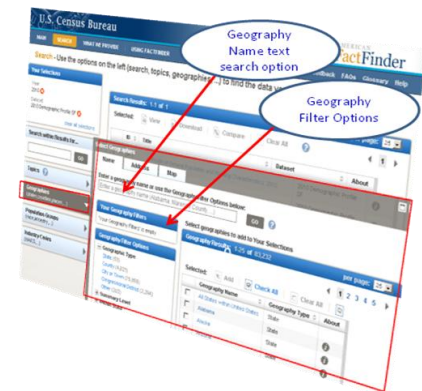3. Click on **factfinder2.census.gov** to use the New American FactFinder.

4. Start your search on the Main page of **FactFinder.**

5. Click on **Geographies** on the left-hand side of the main page to open the **Select Geographies** overlay window.

6. The gray-bordered **Select Geographies** search overlay opens and sits on top of your Search Results. You can use the **Geography Name** text search or **Geography Filter Options** to select your geographies.

7. At the **Name** tab and under **Geography Filter Options,** check the **Show all summary levels** checkbox. A summary level is a geographic level for which data are reported. Summary levels range from very large reporting units such as "State" to much smaller reporting units such as "Census Tract".

8. Narrow your search to a specific state by clicking on **Within State.**

9. Click on your state (California, for this example) to narrow the search to your state, or your search result may contain school districts in other states with the same name as the one you want.

10. Your selection **Within State** should now be listed in **Your Geography Filters** box. (If you want to select a different state, click on the red "X" to remove the current state.)

11. Type the name of the school district you want to find (**Bishop Joint Union High School District** in California**,** for this example), then click **Go**.

You can increase the number of results that display on each page from 25 to 50, or 75.

12. **Geography Results** returned 20 possible matches to the partial name entered "**Bishop Joint Union**" which now appears in **Your Geography Filters** box. As you scroll down the page you will see multiple results for your search where parts of the school district are located within other types of geography such as Congressional District, State Senate District, or Voting District followed by the single record for the whole school district within the state. (If you want to enter a different school district name, click on the red "X" next to the name you entered to remove the current name.)

13. Change the sort direction for **Geography Type** so FactFinder lists the single record for the whole school district within the state first, followed by the multiple school district parts. Click on the arrows next to **Geography Type.**

Changing the sort direction for **Geography Type** moves the desired search result "**Bishop Joint Union High School District**" to the top of the list, followed by the multiple school district parts.


14. Click on the name of the desired school district to select it for display in the Map window.

TIP
Do not select the "**duplicate**" search result appearing in ALL UPPERCASE text.

15. On the **Select Geographies** screen, click on the **Map** tab to view a map of your whole school district. This is how the map will be displayed at first. Use the z**oom in and out and pan tools** at the top of the map window to get a closer look at your selected school district.
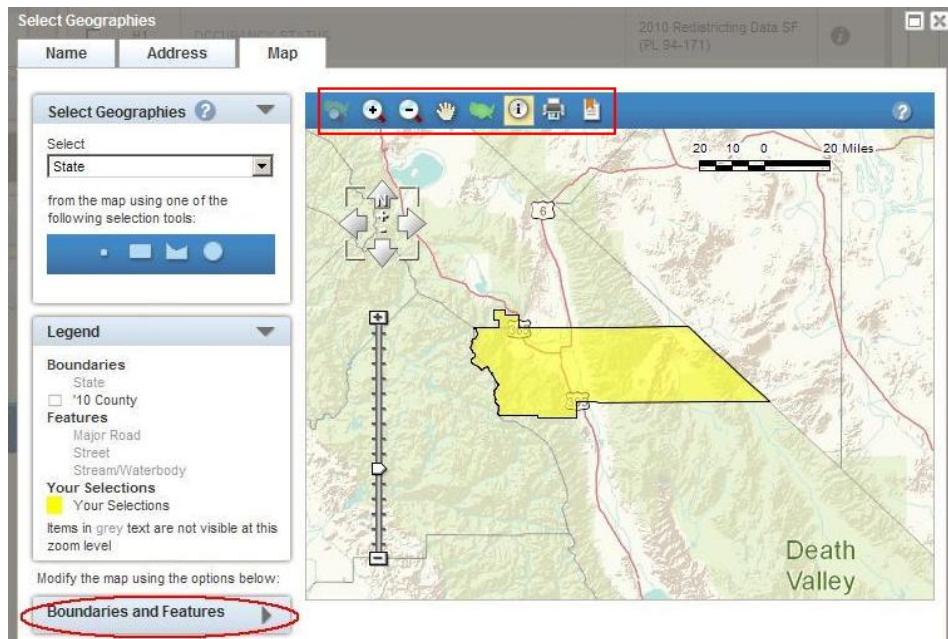
16. Click on the **Boundaries and Features** tabs to add boundaries and labels for 2010 Census geography such as school districts, and features such as rivers and roads. These features are pre-selected. Click **UPDATE** at the bottom of the **Display Boundaries and Features** screen to refresh the map.

Note that several features, such as roads, are viewable only at certain zoom levels.
Use the tools at the top of the map window to increase or decrease the zoom,
move around the map, and get information about a feature on the map.
You can also print a hardcopy of the area displayed in the map window.
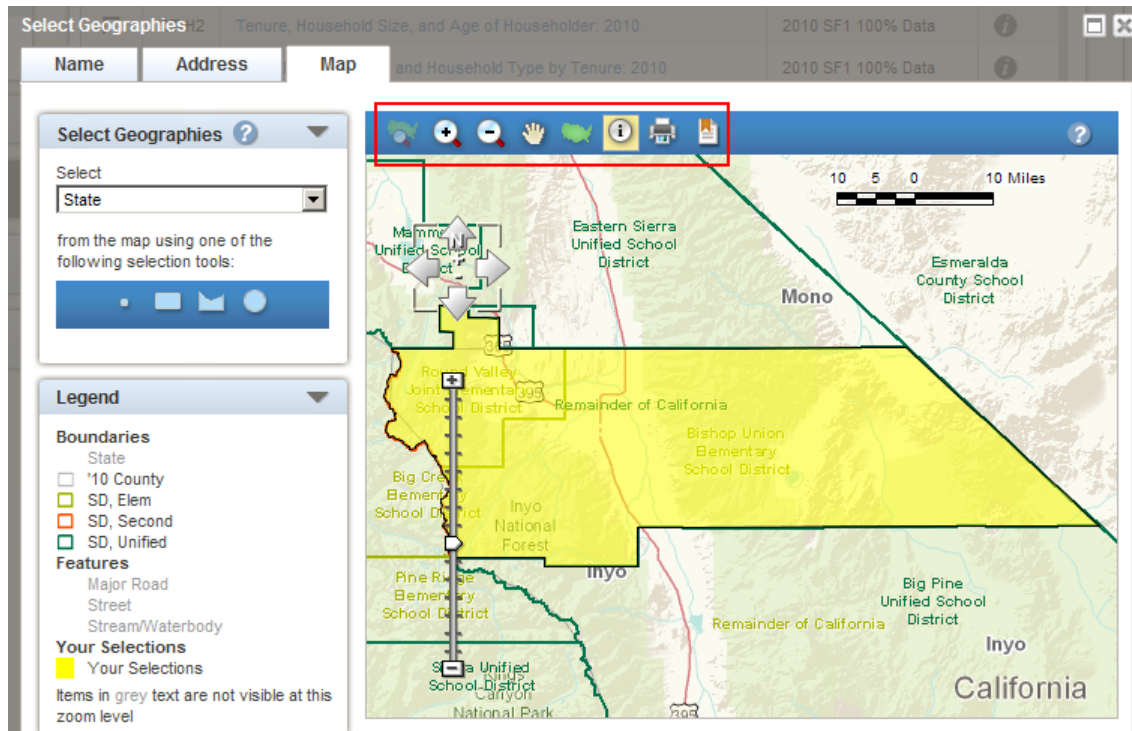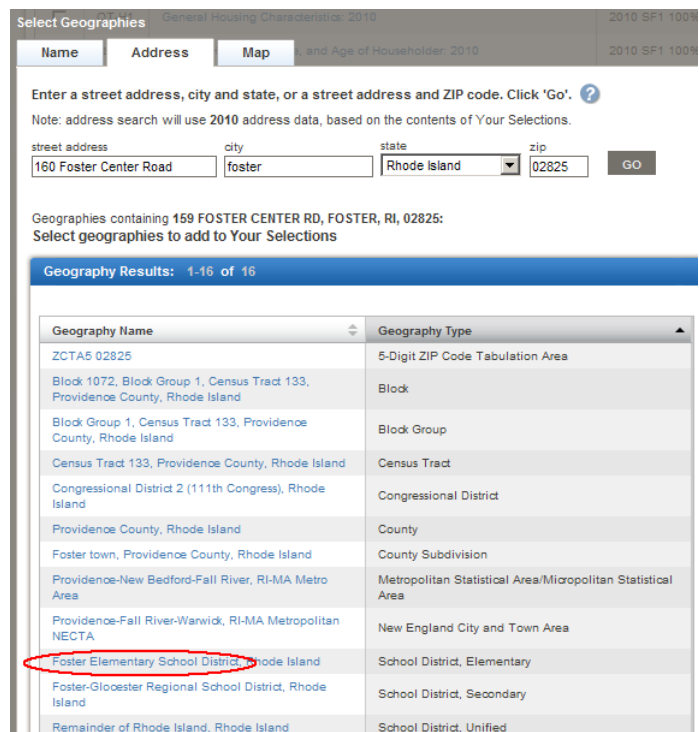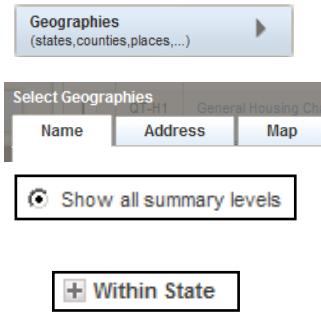
17. To begin a new search, return to the **Name** tab and **Your Geography Filters**. Make
sure the **Geography Filter Option** "**Show all summary levels**" is still checked.

- To search for a new school district in the same state, clear your old search
  by clicking on the red "X" next to the name of the school district from
  your old search. Type the name of the new school district to be located
  and click **Go**.

- To search for a new school district in a new state, click on "**Clear all
  filters**" to remove the current state and school district. Click **Within
  State** and select a new state. Type the name of the new school district in
  the search box and click **Go**.

Locate your school district using the Geography Address search

For this example, we will use an address within the **Foster Elementary School District** in Rhode Island to display a map of the school district.

1. From the Main page of American FactFinder, click on **Geographies** to open the **Select Geographies** overlay window.

2. At the **Select Geographies: Name** tab and under **Geography Filter Options,** check the **Show all summary levels** checkbox.

3. Narrow your search to a specific state by clicking on **Geography Filter Options: Within State.** Select your state (Rhode Island, for this example).

4. Click on the **Select Geographies: Address** tab and type the address to locate (for this example, 160 Foster Center Road, Foster, Rhode Island, 02825). Click **Go**. Address search returns all geographies, including elementary and secondary, or unified school districts containing the address you entered.

5. Click on the desired **Foster Elementary School District** to add it to "**Your Selections**". In this example, the results show that "160 Foster Center Road" is within Foster Elementary School District and Foster-Glocester Regional School District.

18. Click on the **Map** tab to display a map of the desired school district.

19. Click on the **Boundaries and Features** tabs to add boundaries and labels for 2010 Census geography, and features such as schools, roads, and rivers to the map of your school district.

Reviewing School District Boundaries using 2010 Census Reference Maps

These School District Reference Maps (2010 Census) show and label the unified, secondary, and elementary school districts as delineated by the state participants during the 2009-2010 School District Review Program. These county-based maps also show the boundaries and names of American Indian reservations, states, counties, and places. Additionally, these maps display a base feature network including roads and water bodies. Major highways and selected water bodies are labeled. Each county is covered by one or more parent map sheets at a single scale. Inset map sheets at larger scales were created where there are clusters of school districts that cannot be identified at the parent map scale. An index map showing the sheet configuration is included for all counties requiring more than one parent map sheet. For the District of Columbia, Florida, Hawaii, Maryland, Nevada, and West Virginia, where school districts are coextensive with counties, a state-based map identifying the counties and corresponding school districts was produced.

Each set of county-based school district reference maps is accompanied by a School District to Map Sheet relationship file. These semi-colon delimited text files include a record for each school district within the county or state, consisting of the type, code, and name of the district, and a list of all map sheet numbers on which that school district appears.

For this example, we will search for **Corbin Independent School District** in Kentucky and locate maps of the counties the school district covers. These maps are county-based, so your school district will appear on one map sheet for each county the school district covers.

1. If you already know the counties your school district covers, continue to step 3.

    If you don't know which counties your school district covers, there is a listing of school districts by county, for your state, in the **County_Coverage_A.txt** file you received on your MAF/TIGER Partnership Software (MTPS) data disk. When you install the MTPS software on your PC, this file and the MTPS program guidelines, can be found in the **SDRP_Guidelines** folder in your computer's **Desktop** directory.

2. Find your school district in the **County_Coverage_A.txt** file. The County Coverage File (see Attachment F for record layout) shows the school districts that are located in each county. Search for the name of your school district down the right-hand side of the list. **Corbin Independent School District** is listed in both **Knox** and **Whitley** counties.

    ```
    21235 Whitley                          01320 Corbin Independent School District
    21121 Knox                             01320 Corbin Independent School District
    ```

3. To search the School District Reference Maps (2010 Census) go to the Census Bureau's Reference Map webpage:

http://www.census.gov/geo/www/maps/pl10_map_suite/sch_dist.html

4. Click on the state name to select your state (for this example, **Kentucky**) and scroll through the list of counties until you find **Knox** and **Whitley**.

5. Click on the county name, to view the files for the county you selected.

6. Click on the filename with the Adobe PDF extension to open the county-based map for that county.

7. Use the tools at the top of the map window in your Adobe Reader or Adobe Acrobat to increase or decrease the zoom, move around the map, or print a hard copy of the area displayed in the map window.